Guidance Department Meeting

October 13, 2011

Minutes

Members in attendance: Shoshana Vardanov, Mark Pendola, Mickaella Gottlieb, Myrna Franco and Raevan Askew

1. Revision of case assignments
   1. With the addition of Ms. Franco as a guidance counselor the distribution of case loads will be as follows: Humanities Institute – Ms. Franco, Creative Arts and Tech- Ms. Gottlieb, Law and Government – Ms. Vardanov, Math and Science Mr. Pendola
   2. Ms. Franco will move into Suite 101 and Ms. Baxter will move to room 203. This change will be effective Monday October 17, 2011
   3. Ms. Franco will inform guidance counselors of her start dates with students so they know when to remove students from their case load to ensure a seamless transition of services.
   4. Students in the Law and Gov’t House and Math/Science House that are to receive bilingual counseling services will continue to meet with Ms. Gottlieb.
2. Documentation
   1. Guidance counselors are reminded to support all teachers when calling in cases of suspected abuse/maltreatment to ACS. The person who calls in case is responsible for completing the 2221-A form. (All copies are available online and templates will be posted on school wiki in guidance section).
   2. Mrs. Askew will get clarification on procedures for entering information into OORS and will follow up with guidance department.
   3. Guidance counselors need to be made aware of all cases that were called in by teachers in order to properly follow up with students.
   4. Faye Kotzer, Deputy Network Leader of CFN 208 provided templates and protocols to follow regarding all ACS/Suicidal Ideations circumstances. A memo detailing that protocol was provided. Additionally, Ms. Askew is to be Cc’ed on all summary reports, 10 day follow ups and 2221-A forms that are emailed to Ms. Kotzer.
   5. SESIS- Attendance Encounter Updates memo was distributed. (Will be posted on wiki)
3. High School Application Process
   1. Applications were picked up by Mr. Pendola and Ms. Vardanov. Distribution to students and class lessons will begin on Monday October 17, 2011.
   2. Ms. Askew will be provided with a list of all students registered to take the Specialized High School Exams by Wednesday October 20.
   3. Mr. Pendola and Ms. Gottlieb will not participate in an evening High School Application information session. Ms. Franco will present and pending no scheduling conflicts, Ms. Vardanov will try to make herself available.
4. ACS/Suicidal Ideations Procedures for CFN 208
   1. See Section 2a and 2d.
   2. Monthly Child abuse/Suicide report is due to Ms. Askew and Ms. Kotzer at the first of every month.
   3. 2221-A form is first emailed to the ACS borough contact and it does not require an OORS #. The 2221-A form is also emailed to both Ms. Kotzer and Ms. Askew with the OORS # and report attached.
   4. Suicidal ideations should also be entered into OORS and Chancellors Regs require a 10 day follow-up. The 10 day follow up will be completed and the template will be emailed to both Ms. Kotzer and Ms. Askew
5. Guidance Team Meetings
   1. Guidance Department will meet as a team during extended days on Thursdays.
   2. To support principal’s goals of addressing the needs of students with patterns of high attendance/lateness, guidance dept. will target students in this category and provide interventions in counseling.
   3. Guidance will document successful strategies/interventions that are being utilized to support these students.
   4. Ms. Askew will provide guidance team with protocols and expectations for team meetings that were distributed to teacher teams.
6. My College Options
   1. An initiative supported by Superintendent Bryant. A voluntary survey for 8th grade students. Guidance counselors will organize class meetings to distribute and collect surveys. Additional surveys were ordered and will be given to counselors upon delivery.
7. Additional Items
   1. Ms. Askew will forward list of case managers for 2011-2012 school year and post to wiki.
   2. Ms. Vardanov and Ms. Franco need an invitation to school wiki.
   3. Ms. Franco needs SESIS access.
   4. Ms. Gottlieb will review IEP of Faryd Sanchez to confirm if student needs services in Spanish. She will also consult with Ms. Smuckler regarding language needs and follow-up with Ms. Askew on Wednesday October 19. A plan of action if necessary will be determined on that date.

Respectfully submitted by Raevan Askew